INTER-OFFICE   MEMORANDUM

Office of Accounts and Control

TO:　　　　All Agencies　　　　　　　　　**DATE: June 14, 2007**

FROM:　　　Wayne T Hannon
　　　　　　　Associate Controller - Operations

**SUBJECT:　YEAR END DOCUMENT PROCESSING
　　　　　　　CFO 07-51**

　　　　　This will be the first fiscal closing utilizing the Oracle GL, Purchasing & Accounts Payable Modules.　As a result, the following procedures must be followed when processing FY 07 & FY 08 invoices:

FY 07 INVOICES

1. When processing documents, the GL date defaults to the current date.　Therefore, if you are processing FY 07 documents after 6-30-2007 - **be sure that the GL date on the document is changed to 6-30-2007**.　If you do not change the date, the document will be returned to you and may delay payment or cause the payment to be charged to the new fiscal year.　If you are processing FY 07 invoices before 6-30-2007, then no change to the GL date is needed.

2. **Make sure that the fiscal year account segment is FY 07** otherwise it will be returned and will delay payment or cause the payment to be charged to the new fiscal year.　**Note:　If the GL date and the fiscal year segment are not for the same fiscal year, the system will reject the document and it will show up in your notifications with the following message "Invoice failed the fiscal year and account validation."**

3. For invoice documents, be sure that all separator sheets and back-up documentation is sent to our office **ASAP**.　This will help expedite payments through the system.　**Note: These documents must be accompanied by a copy of the "Fiscal Year 07" cover sheet (attached) to identify these transactions as FY 07 transactions when they come into our office**.

4. Please be sure to have all initiators review their work-list notifications on a regular basis for documents that have been returned.　All returned documents must be corrected and returned to our office by 4:00 PM on July 11, 2007.　**It is very important that you carefully review, on a regular basis, all notifications in**

your work list to ensure that all needed approvals are made before the July 11th deadline. Please note that this is the responsibility of each agency to perform this important review.

5. **All invoices that have not received all needed approvals and not electronically received in the Pre-Audit work list by 4:00 PM on July 11, 2007 will be processed as FY 08 transactions. You will not be able to enter FY 07 invoices after this date.   Note: this deadline not only includes the electronic approval of the documents, but the hard copy back-up as well. All back-up documentation must be in our mailroom by 4:00 pm on the 11^{th,} or the document will be processed as a FY 08 transaction.**

FY 07 JOURNAL ENTRIES

1. **All Journal entries not received in fully approved status by our office by 4:00 PM on July 20, 2007, will have to be re-processed as FY 08 transactions. You will not be able to enter a FY 07 journal after that date. It is very important that you carefully review, on a regular basis, all journal entries that have been entered in the Oracle General Ledger module to ensure that they receive all needed approvals and attain "Posted" status. Please note that it is the responsibility of each agency to perform this important review**

FY 08 INVOICES

1. If you are processing FY 08 documents before 6-30-07, the GL date will default to the current date. Therefore, if you are processing fiscal year 08 documents in June, **be sure to change the GL date on the document to the correct (08) date**.   If you do not change the date, the document will be returned to you and may cause the transaction to be delayed. If you are processing FY 08 transactions after 6-30-07, the GL date will default to the current fiscal year date and no change to the GL date is needed.

2. For invoice documents, be sure that the fiscal year account segment is FY 08. If you do not change the date, the document will be returned and will delay payment. **Note: If the GL date and the fiscal year segment are not for the same fiscal year, the system will reject the document and it will show up in your notifications with the following message "Invoice failed the fiscal year and account validation."**

3. For all invoice documents, be sure that all separator sheets and back-up documentation is sent to our office **ASAP**. This will help expedite payments through the system. **Note: These documents must be accompanied by a copy of the "Fiscal Year 08" cover sheet (attached) to identify these transactions as FY 08 transactions when they come into our office**.

I have also included below a list of reports that may assist you in your fiscal closing process:

CASH RESOURCE REPORT – Can be run as a Financial Report Request within the general ledger. This report will show the cash balance forward, YTD receipts, expenditures, ARB (If any) and available cash balance.
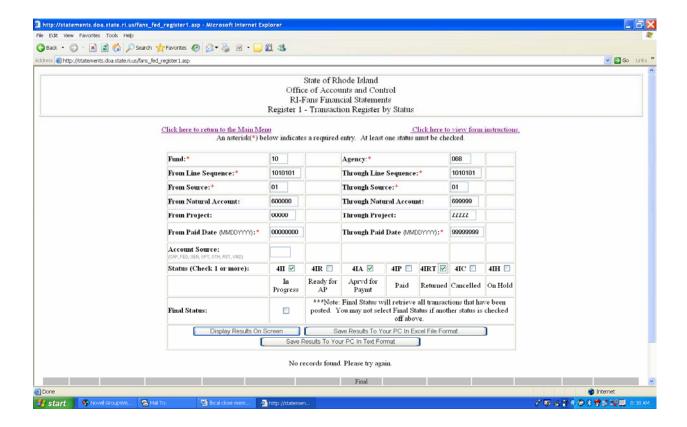
STATEMENT OF FREE BALANCE (Statement 1) – Can be run from the GL under financial reports. This report will show the Annual Budget amount, YTD expenditures, encumbrances and available balance at the Fund, Agency, Line item sequence, source and natural account level.

STATEMENT OF FREE BALANCE (Statement 2) – Can be run from the GL under financial reports. This report will show the Annual Budget amount, YTD expenditures, encumbrances and available balance at the Fund, Agency, Line item sequence, source level.

STATEMENT OF FREE BALANCE (Statement 3) – Can be run from the GL under financial reports. This report will show the Annual Budget amount, YTD expenditures, encumbrances and available balance at the Fund, Agency, Line item level.

ENCUMBRANCE DETAIL REPORT – Can be run from the purchasing module. This report will identify purchase orders and requisitions outstanding by purchase order line. The report is broken down into two sections. The first is encumbered dollars by account distribution (summary) and the second is the detail of each PO for each of the account distributions.

TRANSACTION REGISTER BY STATUS REPORT (WEB REPORT) – Can be run from the web reports using the web address http://statements.doa.state.ri.us. This report can be used to review any in process transactions. (Note: The web reports reflect the prior day's activity, they are not real time.) Refer to the screen shot below for the proper boxes to check off when looking for the status of documents in the system.

State of Rhode Island
Office of Accounts and Control
RI-Fans Financial Statements
Register 1 - Transaction Register by Status

Click here to return to the Main Menu   Click here to view form instructions.
An asterisk(*) below indicates a required entry. At least one status must be checked.

Fund:*	10		Agency:*	068	
From Line Sequence:*	1010101		Through Line Sequence:*	1010101	
From Source:*	01		Through Source:*	01	
From Natural Account:	600000		Through Natural Account:	699999	
From Project:	00000		Through Project:	ZZZZZ	
From Paid Date (MMDDYYYY):*	00000000		Through Paid Date (MMDDYYYY):*	99999999	

Account Source:
(CAP, FED, GEN, OPT, OTH, RST, UND)

| Status (Check 1 or more): | 4II ☑ | 4IR ☐ | 4IA ☑ | 4IP ☐ | 4IRT ☑ | 4IC ☐ | 4IH ☐ |
| | In Progress | Ready for AP | Aprvd for Paymt | Paid | Returned | Cancelled | On Hold |

| Final Status: | ☐ | ***Note: Final Status will retrieve all transactions that have been posted. You may not select Final Status if another status is checked off above. |

Display Results On Screen   Save Results To Your PC In Excel File Format
Save Results To Your PC In Text Format

No records found. Please try again.

Final

4II   In Oracle represents all transactions that have been initiated
4IA   In Oracle represents all transactions that have been approved for payments but has not been paid yet.
4IRT   In Oracle represents all transactions that have been rejected
4IC   In Oracle represents all transactions that have been Cancelled.
4IP   In Oracle represents all transactions that have been approved for payment and a check, wire or ACH has occurred.

In order to get all outstanding invoices that is still pending in the system you
will need to check off the following statuses: 4II, 4IA, 4IRT. In addition it should be noted that, if you are trying to compare expenditures in oracle to the web that expenditures in Oracle are posted when the initiator validates the transaction versus the above rules for the Web.

If you have any questions, do not hesitate to contact us GL questions should be forwarded to Steve Blazer at 222-2267 and AP questions should be forwarded to Natalie Laster at 222-5062

WTH/nas.
att.

State of Rhode Island
Department of Administration

INTEROFFICE MEMORANDUM

TO: **ACCOUNTS AND CONTROL**

FROM: _____   _____
                   Signature of Authorized Agent   Department/Agency

DATE: _____

The attached documents are proper expenditures for

FISCAL YEAR
2007 *

* NOTE: **This document should be used anytime prior to or on July 11, 2007 for all FY 07 transactions.**

INTER-OFFICE MEMORANDUM

TO: **ACCOUNTS AND CONTROL**

FROM: _____   _____
                  (Signature of Authorized Agent)   Department/Agency

DATE: _____

The attached documents are proper expenditures for

FISCAL YEAR
2008 *

*NOTE: **This document should be used anytime prior to or on July 11, 2008 for all FY 08 transactions.**